

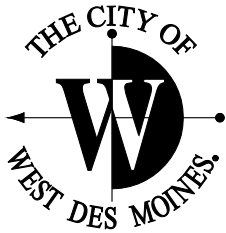
## Development Application

# Permitted Conditional Use: New Communication Towers, Antenna Structures and/or Transmission Facilities



Development Services Department  
4200 Mills Civic Parkway, Suite 2D  
P.O. Box 65320  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate  
"project submittal requirements"  
can be found on the City's website;  
<http://www.wdm.iowa.gov>



# **Development Application:**

## **Permitted Conditional Use:**

**New Communication Towers, Antenna Structures, and/or  
Transmission Facilities**

NO DEVELOPMENT APPLICATION CAN BE  
ACCEPTED FOR FILING UNLESS ALL REQUIRED  
INFORMATION IS SUBMITTED.

Fee Amount: \_\_\_\_\_

Case Planner: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Case #: \_\_\_\_\_

OFFICE USE ONLY:

### **GENERAL PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
\_\_\_\_\_

Site Location - actual address if assigned (general location if no assigned address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Area: \_\_\_\_\_ acres (or) \_\_\_\_\_ sq. ft.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Antenna Structure, Communication Tower, &/or Transmission Facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Size of Structure, Tower, or Facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Number of Antenna: \_\_\_\_\_  
\_\_\_\_\_

Proposed Method of Visual Screening: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION:**

**Property Owner(s):** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(Submit additional information sheet for multiple property owners)

\*\*\*\*\*

**Applicant:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Main Applicant Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Applicant's Representative (Primary Contact Individual):** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Applicant's Engineer (Contact Person):** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**\*\* All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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**Existing Comprehensive Plan:**

**Proposed Comprehensive Plan:**

**Existing Zoning:**

**Proposed Zoning:**

**Surrounding Land Uses:**

**North:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**East:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**South:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**West:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**Total Land Area:**            acres            sq. ft.

**Impervious Area:**            sq. ft.

<b>Open Space:</b>	<u>Required</u>		<u>Provided</u>	
	% Total Area	sq. ft.	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Area	sq. ft.
<b>Total:</b>	<b>%</b>	<b>sq. ft.</b>	<b>%</b>	<b>sq. ft.</b>

**Landscaping:**

<b>Buffers</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Open Space</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Streetscape</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Parking:</b>	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	(    ): _____	General Parking: _____
	(    ): _____	Handicap: _____
	Total: _____	Total: _____

**Area:**

**Building:**

Footprint Area:            sq. ft.    Total Area:            sq. ft.    Height:            ft.    stories

**CERTIFICATION:**

**NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)**

**Part A: Owner's Signature and Consent**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Legal Property Owner

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*  
*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Notary Public;\_\_\_\_\_*

**Part B: Applicant's Signature and Consent**

**(Use only if the applicant is different from Property Owner)**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*  
*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Notary Public;\_\_\_\_\_*

### **Legal Documents**

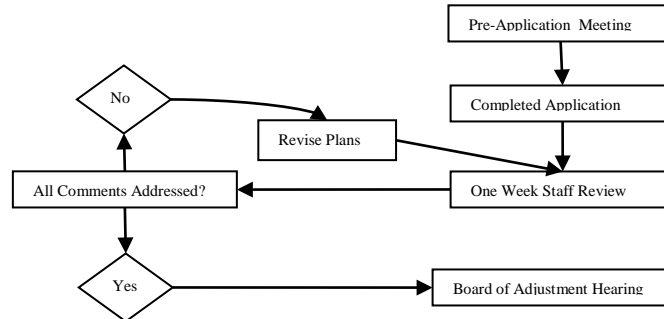
Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): \_\_\_\_\_

Signatory (Person Signing Document): \_\_\_\_\_

Title of Person Signing Document: \_\_\_\_\_

City Of West Des Moines Submittal Requirements  
**PERMITTED CONDITIONAL USE:**  
**New Communication Towers, Antenna Structure, and/or Transmission Facilities**



Application Fee - full fee is due at time of submittal

☐ \$240.00 + \$11.00 per acre

Notification Fee - The City of West Des Moines will prepare the property owner list for notification purposes

☐ \$467.50 Notification Fee (fee due at time of submittal)

Reviewing Bodies -

- City Staff
- Board of Adjustment
  - **Final copies of plans following Board of Adjustment approval MUST have original signatures and seals on ALL copies.**

**A. Your submittal must include the following:**

1. ☐ A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form
2. ☐ Completed application form
3. ☐ One (1) 8½ x 11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted**
4. ☐ Eight (8) copies of the plan (minimum 11" x 17" or maximum 24" x 36", **folded**)
5. ☐ Two (2) reduced copies of the plan (8½" x 11")
6. ☐ One (1) copy of color elevations illustrating the proposed tower, structure, and/or facilities and screening (minimum 11" x 17" or maximum 24" x 36", **folded**)
7. ☐ Eight (8) reduced copies of the color elevations (8½" x 11")
8. ☐ One (1) PDF copy of the plan
9. ☐ One (1) PDF copy of the colored elevations
10. ☐ Two (2) copies of the Storm Water Management Plan
11. ☐ One (1) set of manufacturer cut-sheets or light fixture details for all exterior light fixtures.
12. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

**B. Your Permitted Conditional Use plan shall include at least the following:**

1. ☐ Date, compass point, legend of symbols, scale (written and graphic)

2. ☐ Legal description including total area of the property
3. ☐ Vicinity map that accurately represents the area including recent developments
4. ☐ Assigned address(es)
5. ☐ Land owner's name, address and contact information
6. ☐ Applicant's name, address and contact information
7. ☐ Notation of the Comprehensive Plan land use classification and requested proposed land use
8. ☐ Notation of the existing Zoning District
9. ☐ Property boundary lines including dimensions
10. ☐ Existing and proposed topography of subject property at contour intervals of not more than two feet (2'), City datum
11. ☐ Existing topography and site features of adjacent properties for at least one-hundred feet (100') outside of subject boundary, at contour intervals of not more than two feet (2'), City datum
12. ☐ Location, footprint, size and use of all buildings and structures, existing and proposed, and their relationship to setbacks
13. ☐ Location of utilities, labeled with size, type, existing or proposed and whether public or private
14. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page and whether they are public or private
15. ☐ Location of all existing street lights.
16. ☐ Identification of all exterior lighting including fixture details and locations, including building and signage lighting.
17. ☐ Location of all existing and proposed roads, alleys, streets and highways on or adjoining the subject property labeled with name, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension and whether public or private
18. ☐ Location of parking areas, loading zones, access drives, ingress/egress points, island sizes and locations
19. ☐ Location, width, details and elevations of buffers (walls, fences, vegetation or other artificial screening material to be used) and schedule of all buffer plantings
20. ☐ Show all established floodway, floodway fringe, and flood plain overlay lines
21. ☐ The applicant shall have readily available upon request a materials board which accurately depicts materials and colors to be used
22. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes

**C. Supplemental information required:**

1. ☐ A report and certification from a qualified licensed engineer as to the tower's structural design and how it is designed to accommodate antennae and perform in the event of structural failure; including safety precautions such as a collapse zone.
2. ☐ A report from a qualified licensed engineer that describes the intended function of the antennae to be located on the tower; capacity of the tower both initially and at full use (if different), expressed in the number and type of antennae that can be accommodated by the tower and the maximum capacity of each antennae in terms of channel elements or similar measures as may be appropriate to the technology; technically feasible alternatives; and any other information necessary to determine that the installation is essential to the provision of service, and that the tower is the minimum size necessary.
3. ☐ A study comparing all potential sites within an approximate one (1) mile radius of the subject site. Potential sites shall include existing buildings and towers in excess of forty (40) feet in height, including towers that are currently permitted by Permitted Conditional Use. The Director of Development Services may require the review of additional sites pending examination of the initial study.
4. ☐ The study shall include a description of the surrounding sites, a discussion of the ability or inability of the site/tower to host a communications facility, and the reasons why the site/tower was excluded from consideration. The applicant must demonstrate to the City's satisfaction that an alternative site/tower is not available due to one or more of the following reasons:
  - a. Unwillingness of the land owner to entertain a communications facility proposal.
  - b. Topographic limitations of the site.
  - c. Adjacent impediments that would obstruct adequate communication tower transmission.
  - d. Physical site constraints that would preclude the construction of a communication tower.
  - e. Technical limitations of the system specifically set forth by a qualified engineer.
  - f. Planned equipment would exceed the structural capacity of existing and approved towers and facilities, considering existing and planned uses for those facilities.
  - g. Planned equipment would cause radio frequency interference with other existing or planned equipment that cannot be reasonably prevented.



- h. Existing or approved towers or facilities do not have space on which proposed equipment can be placed so it can function effectively and reasonably.
  - i. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.
  - j. An existing tower cannot feasibly be replaced with a new tower which can accommodate co-location.
- 1. ☐ Line-of-sight analysis showing the potential visual and aesthetic impacts on affected residential properties and public rights-of-way, as coordinated with the staff of the Department of Community Development.
  - 2. ☐ Explanation of the need for the facility to maintain the integrity of the applicant's system.
  - 3. ☐ A current map, or update for an existing map already on file with the City, showing the locations of the applicant's antennae, facilities, existing towers, and proposed towers serving any property within the City, including designation of the applicant's proposed service area as distinguished from the existing service area.
  - 4. ☐ Copy of a lease agreement between the applicant and the landowner containing the following provisions, or an affidavit signed by the applicant and landowner attesting that the lease contains these provisions.
    - a. Landowner and applicant have the ability to enter into leases with other providers for co-location.
    - b. Applicant is responsible for removal of tower and/or antennae within 180 days after cessation of use.
    - c. Landowner shall be responsible for the removal of the communications tower or facility within 60 days if the lessee fails to remove it upon abandonment.
    - d. Signed statement from applicant indicating their good faith intent to share space on the tower with other providers.

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